

File Upload Utility Instructions for Submitting Emissions Inventories

Here below are instructions for using AQD's File Upload Utility to submit all emissions inventories (Major, Minor, O&G Annual, O&G Winter). This website will be the portal for you to submit electronic data to the AQD's Emissions Inventory Program.

Instructions for the File Uploading Process

Before you begin the following file-upload steps, please use this naming convention to name your target upload file(s) to help us streamline the process at our end:

[yyyy]_[inventory type]_[Company Name]_[additional facility-site identifying info]

For example:

2008_AnnualUGRBO&G_Shell_Wellsite Production

2009_WinterUGRB_Williams_Best Compressor Station Ever

2009_WinterUGRB_EnCana_Drill Rig

2008_AnnualMinor_Buckskin Mining_ Buckskin Mine

1. Go to this website:

<https://deq.state.wy.us/AQDFileUploads/LoginUser.aspx>

2. Enter the login parameters depending on the type of emissions inventory you are submitting:

For an Oil & Gas Inventory

User Name: **OilandGas**

Password: **1Inventory4**

For a Non-Oil & Gas Inventory

User Name: **NonOandG**

Password: **1Inventory2**

(NOTE: the user names are not case-sensitive; the passwords are the number '1' followed by "nventory" followed by the number '4' or the number '2').

3. On the **AQD File Upload Utility** page click the **Choose File** button then navigate on your computer to select the file(s) you wish to upload.

When finished selecting, click **Open**. (The selected files should appear in the box above the **Choose File** button.)

4. Click the **Upload File** button.

All the files you wish to upload should now be listed in the box labeled **Uploaded Files List**.

You should see a message stating "Your file was uploaded, logged and e-mailed successfully."

NOTE: If you do not receive this message, please call or e-mail me using the contact information below.

If you have any questions or problems using the File Upload Utility, please contact me via phone at (307) 777-7017 or email ben.way@wyo.gov.

Thank you.

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